

# BEAVERTON POLICE DEPARTMENT

# GENERAL ORDER

NUMBER: 1.02.00  
SUBJECT: GENERAL ORDERS, SPECIAL ORDERS  
EFFECTIVE: AUGUST 1, 1999  
REVIEW: AUGUST 2001, 2003, 2005, 2007

1. PURPOSE. To provide a uniform system for preparing, logging, distributing, storing, and disposing of General Orders and Special Orders issued by the department.
2. ORDERS. General Orders and Special Orders are defined in General Order 1.01.00. General Orders and Special Orders may be issued by Police Lieutenants or higher authority and will require the approval of the Chief of Police.

Each General Order and Special Order shall list the order number, subject, effective date, review schedule, purpose statement, and the order. Special Orders shall list the order number, subject, effective date, expiration date, purpose statement, and the order. All pages shall be numbered.

The Policy Manager shall be responsible for preparing, assigning numbers to, and distributing General Orders and Special Orders. The Policy Manager shall keep the master file for General Orders and Special Orders until amended, rescinded, expired, or removed from the manual(s) in some other manner.

Distribution of a General Order or Special Order shall be documented on a Training Unit distribution form. Each member receiving a copy shall date and initial the form. The Training Unit shall maintain a file for completed distribution forms.

3. NUMBERING. General Orders and Special Orders shall be numbered as follows:
  - A. General Orders will be numbered consistent with the index. The first number in sequence indicates the category; second number in sequence indicates the area within the category; third number indicates sub areas when necessary.

Example: 6. = Physical, Deadly Force, Firearms.  
(not actual) 6.01 = Qualifications.  
6.01.01 = Handgun qualifications.  
6.01.02 = Shotgun qualification.

B. Special Orders are short term and date certain. The numbering system for Special Order will begin with the initials SO, then will begin at 1 and go forward. Because Special Orders are short term, no index will be maintained.

example: SO-1  
SO-2  
etc.

4. PAPER COLOR AND WEIGHT. General Orders will be printed on two sides, 60# blue paper. Special Orders will be printed on two sides, 60# tan paper.

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date